This quick reference summarizes the following tasks within Banner Self-Service:
- Log into Banner Self Service
- View a Student’s Unofficial Transcript

**Note:** Transcript access works only under Internet Explorer.

**General Instructions:**
- In Banner Self-Service, once a user logs into the system and selects a **Term**, **CRN (Class) and Student**, those selections are automatically utilized for other tasks until changed in the **Faculty Services** tab of the **Main Menu** or until the user logs out of the system.
- To select a **Term** and **CRN** for faculty functions, utilize the **Term Selection** and **CRN Selection** links in the **Faculty Services** tab of the **Main Menu**.

**Task: Log into Banner Self Service**
**Step 1.** To log into **Banner Self Service**, go to [www.fau.edu](http://www.fau.edu) and click on the **Faculty & Staff** tab.

**Step 2.** Click **MyFAU Login**.

**Step 3.** Enter your user name and password. Click the **Login** button.

**Additional Information:**
- The **Faculty Services** tab is the location of all Faculty related functions.

**Step 3.** Click on the **FAU Self-Service (OWLS)** link.

The **Main Menu** is displayed.
Step 4. Click on the Faculty Services tab or the Faculty Services link.

Step 5. The Faculty Services menu is displayed.

Task: View/Print a Student’s Transcript

To view a student's transcript, click Faculty Services tab from the Main Menu.

Step 1. Click Term Selection.
Step 2. Select Term in which the student is in class then click the Submit button. The default is the current term.

Select Term

Select a Term: Spring 2008

Submit

Step 3. Click the Student Information and Registration Menu link on the Faculty Services menu. The Student Information menu is displayed.

Faculty Services

Student Information and Registration Menu
- Term Selection
- CRN Selection
- Student ID Selection

Step 4. Click the View a Students Academic Transcript link on the Student Information menu.

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Add or Drop Classes (Student PIN Required)
- Look Up Classes and Register (Student PIN Required)
- Pass/Fail, Audit, Variable Credit Changes
- View a Students Academic Transcript
- Degree Evaluation
Step 5. Enter the student’s ID (Z number) or enter the last name, first name of the student then click the Submit button.

Step 6. Verify the student is correct by clicking the Submit button.

The unofficial Student Academic Transcript is displayed. Use the scroll bar to view the entire transcript.

Step 7. To view another student's transcript
- Click the Return to Menu link on the upper right side of the web page.
- Click the ID Selection link; then enter the student’s Znumber and click the Submit button.
- Click the View Student’s Academic Transcript link
### Print a Student's Transcript

Transcripts do not print correctly by just selecting Print in Internet Explorer (IE). When you do so, the page is truncated on the right and the credits and grades are not printed. This issue has been reported to the IRM Banner group. The work-around depends on whether IE7 or IE6 is being used. The solutions for both are shown below.

**IE7**

In IE7, instead of clicking Print, choose **File > Print Preview**. In the preview window you will see the truncated version of the transcript. At the top of the Print Preview window you will see the following controls.

Click on **As laid out on screen** and select **Only the selected frame** from the drop-down list. Be sure the last entry is **Shrink to Fit**. You will now see the entire transcript page width. Click the printer icon at the left to print the transcript.

**IE6**

IE6 doesn't have the Shrink to Fit feature. There are three alternatives:

1. You may want to upgrade to IE7, available from:
   Users should get assistance from their department computing consultant for this.

2. Select **Print** and change the page layout to Landscape before actually printing the transcript.

3. Open a blank Microsoft Word document.
   Switch back to IE and click **Edit > Select All** (or just key ctrl-A).
   Click **Edit > Copy** (or key ctrl-C).
   Switch to Word and Click **Edit > Paste** (or key ctrl-V).
   Then print the Word document.

   **Note:** the listing will be compressed to the left because of the default font and tab settings.)